

ENERGY CITIES' ANNUAL FORUM

A GUIDE FOR FUTURE HOST CITIES

TABLE OF CONTENT

1. ABOUT ENERGY CITIES' ANNUAL FORUM
2. SPOTLIGHT ON LOCAL COLLABORATIONS
3. BENEFITS AND RESPONSIBILITIES
4. PRACTICAL DETAILS
5. HOW TO APPLY

1. ABOUT ENERGY CITIES' ANNUAL FORUM

Energy Cities is a vibrant community of practitioners with more than 1,000 cities from 30+ countries. Spread all over Europe, they are involved in the daily transformation of their territories, preparing a climate-neutral future, based on resiliency and fuelled by a decentralised democratic energy system.

Each year, those passionate cities are gathering for our 3-day annual forum. They share knowledge, get inspired, find solutions by questioning and debating with their peers and other invited change-makers.

The Forum is the place where Energy Cities & the host city **SHOW-SHARE-SHAKE**

SHOW the progresses, the potentials, the diversity of local energy initiatives locally and all over Europe

SHARE solutions, failures, needs for new policies and legal frameworks

SHAKE the business-as-usual agenda, the EU agenda, our own way of thinking



With each edition of the event, we aim for a conference format that privileges interactivity, group sessions and networking over standard presentations and big group panels.

The overall design and agenda of the Forum is being co-decided by the Energy Cities event team in close collaboration with the host city organisers. Every new Forum is also an opportunity to innovate within this format. The only recurring session, no matter where the event is taking place, is the Energy Cities General Assembly.

This said, Energy Cities Annual Forum is even more than 3 days of networking and sharing brilliant ideas. Beyond the on-the-spot conversations, the event's benefits should last longer, with a true positive impact also for the local community (e.g. knowledge, new partnerships or initiatives).

2. SPOTLIGHT ON LOCAL COLLABORATIONS

As you know, Energy Cities is constantly monitoring and exploring the landscape of local initiatives to make our cities greener and more liveable.

During the Forum, Energy Cities members have the chance to highlight positive actions that go beyond fighting and adapting to climate change - actions that go much further by reinventing local economies and policies.



Throughout the different Forum sessions, we will put the spotlight on supportive relationships between municipalities and local communities, including civil society organisations and citizens. Such partnerships are a key pillar for a deeper transformation towards a more cooperative and well-intentioned society.

3. BENEFITS & RESPONSIBILITIES

By hosting Energy Cities' Annual Forum in your city, you will get great visibility locally as well as around Europe.

You will:

- Attract a wide audience to your place – we expect around 200 people - through the participation of high-level international speakers
- Increase your reputation amongst the community by sharing your local practices and initiatives with European experts
- Have higher outreach compared to an event organised on your own: the marketing of the event will be shared between Energy Cities (especially for European outreach) and your city
- Get increased media attention. We actively invite European media to cover the event.
- Get access to a large network of speakers and a reliable co-organiser team
- Get recognition as a committed and leading member of Energy Cities

Hosting also means taking on some responsibilities

Energy Cities will expect you to:

- Provide a strong political support to the event e.g. by ensuring the participation of the mayor and other elected representatives.
- Invite local players, including citizens and local media, to attend.
- Deal with the local logistics and dedicate a budget to cover the local expenses linked to the organisation of the Forum such as conference venue and equipment, catering, etc.
- Mobilise the relevant city departments and local partners to be able to showcase the best local initiatives during the event

You will not be left alone with the organisation of the Forum

Energy Cities is your main partner and will:

- Define the event agenda in close cooperation with the host city. Energy Cities will be responsible of the coordination of the whole programme
- Promote your city and the Forum through our network's various communication channels
- Take over expenses such as interpretation, travel and accommodation expenses (for speakers, media, VIP, etc..)

4. PRACTICAL DETAILS

3 days of activities

The forum takes place over 2 days (indicative), often in April or late spring. But participants often arrive the day before, as we plan side activities in the framework of our projects.

We like to offer participants the opportunity to explore the host city. We invite the host city to organise visits to ongoing projects they are proud of, related to our key topics (participatory local governance, renewable energy production, fossil free buildings, sustainable food systems and fair economy).



The table below summarise the way we usually plan the activities, but everything is organised and agreed with the host city.

J -1	Welcome of the participants, side events of projects, cocktail offered by the host city
Jour J	Main Programme, General Assembly, Gala Dinner offered by the host city

Jour J +1	Programme (site visits) and end of the event around 12 :00, departure of the participants
-----------	---

Overall organisation

Energy Cities will see to the overall organisation of the event: co-ordinating with the host city, preparing the programme, inviting and co-ordinating the speakers, etc.

The host city is responsible for on-site logistics: selecting the venue and hotels, participants' reception and transfers, lunches and gala dinner, transportation (if necessary), involvement of local representatives, etc.

Energy Cities works in close collaboration with the host city and organises co-ordination through exchanges, meetings and an on-site visit prior to the event. A dedicated task force is set up internally, to manage the event organisation for Energy Cities.

The host city is also required to appoint an operational contact person at the very beginning of the co-operation process.

Political representation

Political representation from the host city at various stages of the Forum is welcome. The participation of elected representatives from your city in the debates is important to illustrate your commitment and dynamism.



Venues requirements

- The venue should be ideally close to the train station, the city centre and close to accommodation options (the host city can provide a list of options with negotiated price)
- It must be reachable via public transport. Shuttle buses should be provided by the host city if necessary.
- We need a plenary room with a large capacity (at least 200 people), functional with available equipment such as screens and the possibility of installing 1 booth for language interpreters.
- Ideally, additional rooms close to the main venue should be available to organise parallel sessions and side events.

Hosting a green event

We want to reduce waste!

- We won't print many flyers or handouts
- We won't use any single-use plastic
- We won't distribute gadgets

We want green catering!

- No disposable crockery
- Water fountains
- Locally sourced and/or vegetarian food

We want people to experience the city in a sustainable way!

- People should be able to use public transport to move around
- Additional sustainable transport solutions the host city can provide to the participants: bikes, electric shuttles, others...
- A venue with accommodation options nearby is the best solution

5. HOW TO APPLY

Do you want to host one of the next Annual Forums?

You can submit your application by the end of February 2025 using [the form provided on our website](#).

